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Justice Bulletin

Montana Board of Crime Control

[Website mbcc.state.mt.us](http://mbcc.state.mt.us)

*A Publication of the Montana Board of Crime Control 3075 North Montana, PO Box 201408 Helena, MT 59620-1408
(406) 444-3604 FAX (406) 444-4722*

Request for Proposals (RFP)

#03-16 Special (K) Byrne Memorial Anti-Drug Abuse Act Fund

Proposal Deadline: August 15, 2003

Applications must be postmarked, or received by the MBCC no later than **August 15, 2003 at 5 p.m.**

Project Dates: October 1, 2003 to September 30, 2004

I. Introduction

The Montana Board of Crime Control is soliciting proposals for funding from agencies of government to implement Montana's anti-drug abuse strategy in conjunction with the National Drug Control Strategy. Projects will be awarded for a **12 month** period beginning October 1, 2003. These funds **must** have a cash match (see *Cash Match* section for details).

The funds for this RFP are from a combination of sources. Continuation funding past this cycle is not expected. There is approximately \$170,000 of funding available. Every proposal submitted will receive consideration for funding. Preference will be given to those proposals that have a regional or statewide impact.

II. Purpose of Grant

Congress has approved 29 specific purpose areas under which these federal anti-drug abuse funds, administered through the Edward Byrne Memorial Fund, can be used.

1. Demand-reduction education programs in which law enforcement officers participate.
2. Multijurisdictional task force programs that integrate federal, state, and/or local drug law enforcement agencies and prosecutors for the purpose of enhancing interagency coordination and intelligence and facilitating multijurisdictional investigations.
3. Programs to target the domestic sources of controlled and illegal substances, such as precursor chemicals, diverted pharmaceuticals, clandestine laboratories, and cannabis cultivations.
4. Providing community and neighborhood programs that assist citizens in preventing and controlling crime, including special programs that address the problems of crimes committed against the elderly and special programs in rural jurisdictions.
5. Programs to disrupt illicit commerce in stolen goods and property.
6. Improving the investigation and prosecution of white-collar crime, organized crime, public corruption, and fraud against the government, with priority attention to cases involving official corruption.

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7. (a) Improving the operational effectiveness of law enforcement through the use of crime analysis techniques, street sales enforcement, schoolyard violator programs, and gang-related and low-income housing drug control programs.

(b) Programs to develop and implement antiterrorism plans for deep-draft ports, international airports, and other important facilities.
8. Career criminal prosecution programs, including the development of model drug control legislation.
9. Financial investigative programs to identify money laundering operations and assets obtained through illegal drug trafficking, including the development of model legislation, financial investigative training, and financial information-sharing systems.
10. Improving the operational effectiveness of the court process by expanding prosecutorial, defender, and judicial resources and implementing court-delay reduction programs.
11. Programs to improve the corrections system and provide additional public correctional resources, including treatment in prisons and jails, intensive supervision programs, and long-range corrections and sentencing strategies.
12. Prison industry projects to place inmates in a realistic working and training environment that enables them to develop marketable skills and to make financial payments for restitution to their victims, for support of their own families, and for support of themselves in the institution.
13. Programs to identify and meet the treatment needs of adult and juvenile drug- and alcohol-dependent offenders.
14. Programs to provide assistance to jurors, witnesses, and victims of crime (other than compensation).
15. (a) Programs to improve drug control technology, such as pretrial drug testing programs; programs that provide for the identification, assessment, referral to treatment, case management, and monitoring of drug-dependent offenders; and programs that enhance state and local forensic laboratories.
(b) Criminal justice information systems (including automated fingerprint identification systems) to assist law enforcement, prosecution, courts, and corrections organizations.
16. Programs to demonstrate innovative approaches to enforcement, prosecution, and adjudication of drug offenses and other serious crimes.
17. Programs to address drug trafficking and the illegal manufacture of controlled substances in public housing.
18. Programs to improve the criminal and juvenile justice system's response to domestic and family violence, including spouse abuse, child abuse, and elder abuse.
19. Programs with which states and local units of government can evaluate state drug control projects.
20. Programs to provide alternatives to detention, jail, and prison for persons who pose no danger to the community.
21. Programs to strengthen urban enforcement and prosecution efforts targeted at street drug sales.
22. Programs for prosecution of driving-while-intoxicated charges and enforcing other laws relating to alcohol use and the operation of motor vehicles.
23. Programs to address the need for effective bindover systems for prosecuting violent 16- and 17-year-old juveniles in courts with jurisdiction over adults. (The crimes are specified.)
24. Law enforcement and prevention programs for gangs and youth who are involved or are at risk of gang involvement.
25. Programs to develop or improve forensic laboratory capability to analyze DNA for identification purposes.

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26. Programs to develop and implement anti-terrorism training and procure equipment for local law enforcement authorities.
27. Programs to improve the quality, timeliness, and credibility of forensic science services for criminal justice purposes.
28. Programs to enforce child abuse and neglect laws, including laws protecting against child sexual abuse, and promoting programs designed to prevent child abuse and neglect.
29. Programs to establish or support cooperative programs between law enforcement and media organizations to collect, record, retain, and disseminate information useful in the identification and apprehension of suspected criminal offenders.

III. Eligibility

Local government agencies, state agencies and tribal governments are eligible to apply. Private nonprofit organizations may collaborate with a public agency applicant.

Those jurisdictions that are not electronically reporting crime or which do not have an agreement for such reporting with MBCC are not eligible to apply for these funds.

IV. Late Applications

Applications that are received past the due date will be returned and not considered during this grant cycle.

V. Match

A cash match of 30 percent is required. Tribal governments are exempt from this match requirement.

VI. Funding Period

Programs have **October 1, 2003 through September 30, 2004** in which to implement the project and use the funds awarded. Continuation of funding beyond this grant cycle is not to be expected.

VII. Limitations and Fund Use

Review this list carefully. If you have any questions, call prior to submitting your proposal.

- 1) Purchase of equipment must be integral and necessary for the project.
- 2) Construction, in general, is prohibited.
- 3) Land acquisition is prohibited.
- 4) Supplanting is prohibited.
- 5) Consultant costs are limited to \$450 per 8-hr day without additional approval or bidding.
- 6) State rates are to be used for calculating mileage, per diem and lodging. Call for instructions regarding out-of-state travel.
- 7) Indirect costs are not allowed.
- 8) Pre-agreement costs are not allowable.
- 9) Rental costs are limited to \$10 per square foot per year. Rental rates in excess of

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this amount will need special approval.

- 10) General salaries and personnel costs are allowable; overtime cannot exceed 10 percent of the personnel budget.
- 11) Funds may not be expended or obligated prior to October 1, 2003.
- 12) Purchase or lease of vehicles is not permitted. Mileage will be allowed at the current approved state rate.
- 13) Uniform allowances will not be permitted.
- 14) If your agency receives less than \$500,000 per year in total federal assistance, you will not be required to arrange for an audit and may not charge audit costs to your grant. *(Agencies receiving \$500,000/yr or more in total federal assistance will be required to have an audit performed in accordance with federal circular A-133. Costs for such an audit should be charged proportionately to all programs being audited.)*

Note: Food and beverage items may be allowable if costs meet these guidelines: 1) the food and beverage are incidental to a work-related event; 2) the costs are documented and reasonable; and 3) food and beverages are not directly related to amusement and/or social events. MBCC will approve such items only if the applicant justifies the expense as a clear benefit to the grant project. The federal Office of Justice Programs discourages approval of expenses for "working lunches;" therefore, we would recommend that you **not** include such items in a request. All food and beverage items must receive prior approval from MBCC.

VIII. Application Requirements

All successful applicants for grant award funds from MBCC must agree to the following:

- ☐ Submit quarterly narrative, data and financial reports in the prescribed format according to the MBCC time frames.
- ☐ Submit an annual report, which is the final quarter report. The report will summarize the year's activities, challenges, accomplishments and an evaluation of the project.

IX. Special Requirements

X. Uniform Crime Reporting

- ☐ If the grant is for a law enforcement agency, the law enforcement agency must be reporting Uniform Crime Data to the Board of Crime Control. The crime data must be compliant with the Montana Incident Based Reporting (MTIBR) standards and policy. If an agency is not yet compliant and has plans to become compliant, they may submit a Memorandum of Understanding (MOU) and the board will decide if the MOU would justify a waiver until the agency becomes compliant. Contact staff if you are unsure of your status. For more information please contact Don Crabbe at (406) 444-2077 dcrabbe@state.mt.us.

XI. Selection Process

The staff of the MBCC will conduct an initial screening of the proposal to check for

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completeness of the application. The fiscal staff and program managers will review the applications and summarize their findings to the Subgrant Review Committee of the Board of Crime Control.

The Subgrant Review Committee will review all proposals. A summary of their recommendations will be presented to the Board for final action.

XII. Awards & Appeals

Immediately following the review of the applications by the Subgrant Review Committee, a notice will be sent to the applicant agencies with the recommendation that will be presented to the Board. In the case where a grant application is recommended for denial by the Subgrant Review Committee, the applicant may, if there are substantive reasons, appeal the recommendation to the full Board. Notice of appeal must be made in writing to the Executive Director of the Board of Crime Control at least 10 days prior to the Board meeting and a representative must appear before the Board at the next Board meeting.

Board actions are passed on to the successful applicants immediately following the Board meeting.

XIII. Application Procedures



Requesting an Application. Call the main office of the MBCC at (406) 444-3604 and request an Application Kit. Indicate the RFP number. You will be sent an application and guidelines. You must comply with all instructions. Also you can access us on the Internet at www.bccdoj.doj.state.mt.us and our e-mail address is mbcc@state.mt.us

Who to Call for Assistance: If you need assistance in the preparation of the application, or if you have financial questions, please contact the following staff.

<u>Fiscal</u>	<u>Phone</u>	<u>Program</u>	<u>Phone</u>
Glenda Grover	444-2085	Chris Christensen	444-2947
Don Merritt	444-2076	Al Brockway	444-2078

Copying Requirement. Mail the original copy of the complete application and 7 copies of the entire application before the deadline of August 15, 2003.

Faxing. Faxed applications will not be accepted.

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Application Check List: Please refer to this checklist before mailing your application.

- ☐ Face Sheet
- ☐ Executive Summary
- ☐ Project Budget
- ☐ Budget Narrative
- ☐ Project Narrative
- ☐ Special Assurances and Conditions
- ☐ Position Descriptions
- ☐ Signature Page

RETURN APPLICATIONS TO:

Montana Board of Crime Control
3075 North Montana
P.O. Box 201408
Helena, MT 59620-1408

Deadline(s). Applications for **RFP #03-16 Special K** must be mailed to MBCC not later than **August 15, 2003 at 5 p.m.**

Interested applicants are strongly advised to adhere closely to all deadlines and requirements. The inability to abide by deadlines is considered to be a significant reason to recommend denial of the application.

Receipt Verification. All applicants will be informed in writing that their application has been received and will be assigned a grant number and contact person from MBCC.

Alternative accessible formats of this document will be provided upon request. Persons with disabilities who require this material in another format in order to participate in the Request for Proposal process should contact MBCC, 3075 N. Montana, PO Box 201408 Helena, MT 59620-1408. Phone (406) 444-3604 or FAX (406) 444-4722.